

THE  
ART of WRITING,  
— Illustrated with  
COPPER-PLATES:  
To which is added,  
A  
COLLECTION  
OF  
LETTERS, and DIRECTIONS  
FOR  
Addressing Persons of Distinction  
either in *Writing* or *Discourse*.  
Being an  
INTRODUCTORY PART  
OF THE  
*Circle of the Sciences, &c.*

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*Published by the KING's Authority.*

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ART OF WRITING

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*By the KING's Royal Licence.*

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TO THE  
P A R E N T S,  
SCHOOL-MASTERS,  
A N D  
G O V E R N E S S E S,  
I N

*Great Britain and Ireland.*

T H I S  
A R T o f W R I T I N G

Is humbly Inscrib'd

B Y

*Their most obedient Servant,*

JOHN NEWBERY.

7  
By the Hon. Secy. of State  
for the Colonies

TO THE  
H. R. H. S.  
SCHOOL



Great Britain and Ireland

THIS  
ART OF WRITING

Is hereby indicated

BY

That most obedient servant

JOHN NEWBERRY.





T H E  
PENMAN'S ADVICE  
T O T H E  
Young MASTERS and MISSES  
O F  
G R E A T B R I T A I N ;  
By W A Y of  
D E D I C A T I O N .

**Y**E *British* Youth, our Age's Hope  
and Care;

You, whom the next may polish or  
impair,

Learn by the PEN those Talents to  
ensure,

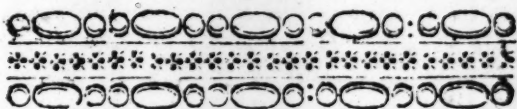
That fix ev'n Fortune, and from Want  
secure.

You with a Dash, in Time, may drain  
a Mine,

And deal the Fate of Empires in a Line;  
A For

For Ease and Wealth, for Honour and  
 Delight,  
 Your Hands your Warrant, if you well  
 can write.

YE springing Fair, whom gentle  
 Minds incline  
 To all that's curious, innocent, and fine,  
 With Admiration in your Works are  
 read,  
 The various Textures of the twining  
 Thread:  
 Then let the Fingers, whose unrivall'd  
 Skill  
 Exalts the *Needle*, grace the noble  
 QUILL:  
 An artless Scrawl the blushing Scribler  
 shames;  
 All should be fair that beauteous Wo-  
 man frames:  
 Strive to excel; with Ease the PEN will  
 move,  
 And pretty Lines add Charms to in-  
 fant Love. THE



# THE P R E F A C E.



*HERE is nothing more surprizing, or more worthy of our most serious Consideration, than those two inestimable Blessings of Speech and Writing, which we enjoy, as it were, in Common, and whereof we make continual Use, without ever reflecting on those miraculous Effects which both the one and the other insensibly produce. The Former is the principal Advantage that Man can boast of over all the Rest of the*

A 2

*Animal*

*Animal Creation, and the greatest Evidence of that bright Ray of the Divinity, his Reason. What a Set of disconsolate Creatures would a Nation of Mutes be, who, when they were assembled together in one Place, should have no other Power of imparting their Ideas, their Wants, their Doubts, their Joys, their Sorrows; and, in a Word, all the various Sentiments of their Souls (wherein the Life of a rational Creature principally consists) than by Signs and Gestures!*

*And as it must be acknowledg'd that the Manner in which we form our Voices to various Notes at the very first Motions of our Souls, includes innumerable Wonders; so 'tis certain, that the Art of Writing is another Miracle, but little inferior; and which enhances the Value of it, by rendering it, not only more extensive, but more permanent and lasting.*

*This Invention is accurately describ'd*

*in the following pretty Lines translated  
from LUCAN.*

If Fame speak true, and Facts believ'd  
of old,  
*Phœnicia's* Sons did first the Art unfold  
Discourse in uncouth Figures to confine,  
And *Sound* and *Sense* to Image and De-  
sign.

*Or, in the following Terms, which  
are more happily express'd, and seem to  
rise even upon the Original.*

From \* HIM descended first the fine  
Device,  
To paint the Voice, and to discourse  
the Eyes.  
In Forms and Colours Sense to cloathe  
he taught,  
And all the various Features of a  
Thought.

\* *Cadmus the Phœnician.*

By this artful Invention, we are enabled to correspond, and hold Converse with our absent Friends, and to communicate with Freedom and Ease all the secret Sentiments of our Souls, let our Distance from them be never so remote. The Tongue, which is the principal Instrument, and Organ of Speech, has no Manner of Share in this agreeable Commerce. The PEN, directed by Practice to draw intelligible Characters upon Paper, aids and assists it, (mute as it is) is its unerring Interpreter, and becomes in its stead the Vehicle of Discourse.

To this happy Invention likewise, we are indebted for all those inestimable Treasures, those Writings of the Antients, whereof we are at this Day in the actual Possession, and which have imparted to us the Knowledge, not only of the Arts and Sciences, and such Transactions as have been long since past; but what is of infinitely greater Importance, of the  
glorious

glorious Truths, and inconceivable Mysteries of our most holy Religion.

Who could ever have imagin'd that Man, without the immediate Assistance of Inspiration, should be able, out of four or six and twenty Letters, to compose that infinite Variety of Words, which, notwithstanding they bear no Resemblance in themselves to the Ideas imprinted on our Minds, reveal all the Secrets of them to whom we please; and make those, who could not otherwise comprehend our Meaning, understand every Conception, and every different Affection of our Souls.

Let us imagine ourselves in some distant Country, where the Invention of Writing was never heard of, or at least, where it never was practis'd. How ignorant, how stupid and barbarous should we find the Natives! Should we not be tempted to look upon them with an evil Eye; and should we acknowledge  
 A 4 them,

*them, without some Reluctance to be our Fellow-Creatures?*

*And here I flatter myself the following little Tale will be thought no improper Amusement, and a sufficient Illustration of the Misfortune that attends such a Want of Knowledge.*

*Once on a Time an Indian Slave was sent cross the Country by an European Merchant, with a Letter and a Present to a particular Friend of a Basket of Fruit. As he was upon the Road, and no Soul near him; and as the Fruit was very tempting, he thought he might very safely, and without the least Danger of a Discovery, make free with it. The Gentleman receiving the Letter, without the Fruit, soon surmis'd by what Means it miscarried, and did not fail in his Answer, to acquaint the Indian's Master with the Grounds of his Suspicion. Upon Perusal, he instantly order'd the dainty-mouth'd Slave to be severely horse-whipp'd.*



whipp'd. Upon this, the poor Slave took it for granted that the Letter was some officious, mischief-making, tale-bearing Superintendant, plac'd by his watchful Master as a Spy over him; and consequently, resolv'd to be more upon his Guard, if ever he should happen to be sent on such an other Errand.

It was not long before the Indian was dispatch'd a second Time with another Basket, and another Letter. The Way was long and tedious, the Weather sultry hot, and the Fruit still more alluring than the former. The Slave, imagining he could now shew his troublesome Overseer, the Letter, a sly Trick, hid it with a World of Care and Precaution under a large Heap of Stones, whilst he gratify'd once more a dainty Tooth; and having eat his Fill without the least Terror or Reluctance, remov'd the Rubbish, took it up again, and with a Smile pursu'd his Journey. How great, however,

ever, was his Astonishment, when, upon his Return Home, contrary to his Expectations, a more severe Bastinado than the former convinc'd him, in the most feeling Manner, that notwithstanding all his artful Endeavours to cloak his Roguery, the Plot was all discover'd! Confounded and surpriz'd, he thought no otherwise than that he had fallen into the Hands of a Brace of Conjurors, and that both his Master and Correspondent dealt with the Devil; it being above his narrow Capacity to comprehend how it was possible for Words to be express'd by Characters.

To conclude, As God only could teach Mankind to establish certain Figures for the Signification of Sounds or Words, let us not blush to acknowledge, that 'tis to God alone that we are indebted for our Writing as well as Speech; and let us render to him our eternal Tribute of  
Wonder

*Wonder and Worship for conferring on us those inestimable Blessings.*

*As a farther Illustration of the important Advantages arising from that invaluable Faculty beforemention'd of communicating our Thoughts by Speech, and that artful Invention of conversing with our absent Friends by the Use of the Pen, and the Press, I shall embrace the Opportunity of introducing the three following poetical Essays, as additional Amusements.*

### On LANGUAGE.

**W**HEN first the Infant leaves  
the darksome Space,  
Where Mystic Nature builds the life-  
less Mass,  
By Form alone a future Man confess,  
He gives no Sign of Soul, within his  
Breast,

As

As the Brute-Cub, the Child his  
 Tongue employs,  
 In restless Complaints, and unharmonious  
 Noise;  
 With undistinguish'd Cries he rends the  
 Air;  
 The clamorous Sounds he makes no  
 Meaning bear:  
 No Traces yet are printed on the  
 Brain;  
 Or the Mind knows not how its No-  
 tions to explain;  
 Till docile Nature, and the early School,  
 Form him to speak, and teach the  
 wondrous Rule:  
 A copious Language by Degrees he  
 gains;  
 Hence TULLY's Prose, and MARO's  
 tuneful Strains.  
 Divine Invention! to disclose the  
 Mind,  
 And sound converse Life among  
 Mankind!

In

his In this the Rise of every Art was laid,  
 As Thoughts combining lent their mutual Aid ;

Depriv'd of Speech, our best Refinements fall ;

And wanting That we must have wanted all.

Man would have gaz'd on Man with mute Surprise,

And faintly shewn a Meaning in his Eyes :

Our noblest Faculties had dormant lain,

And Nature's vast Munificence were vain ;

No Common Laws had bound the human Herd,

Nor Policies been form'd, nor Empires rear'd.

*On the Important Advantages of the  
PEN and the PRESS.*

**T**IS to the *Press* and *Pen* we  
Mortals owe

All we believe, and almost all we  
know.

All hail! ye great *Preservers* of those  
Arts

That raise our Thoughts, and cultivate  
our Parts :

Had your Assistance been to Man  
deny'd,

All Wit, alas! in oral Sounds had dy'd.

You bring past Wonders to our present  
View,

*Homer* and *Virgil* live alone in you.

Their tuneful Numbers had long since  
decay'd,

And lost their native Charms without  
your Aid.

*An*

*A humorous Encomium on the GOOSE-  
QUILL, by Way of Riddle.*

**I**N Youth exalted high in Air,  
Or bathing in the Waters fair,  
Nature to form Me took Delight,  
And clad my Body all in White.  
My Person tall, and slender Waist,  
On either Side with Fringes grac'd :  
Till Me that Tyrant Man elpy'd,  
And dragg'd me from my Mother's Side.  
No Wonder now I look so thin,  
'The Tyrant stripp'd me to my Skin.  
My Skin he flay'd, my Hair he cropp'd,  
At Head and Foot my Body lopp'd.  
And then with Heart more hard than  
Stone,

He pick'd my Marrow from the Bone.  
To vex me more, he took a Freak,  
'To slit my Tongue, and made me  
speak :

But that which wonderful appears,  
I speak to Eyes, and not to Ears.

To

To Me he chiefly gives in Trust,  
 To please his Malice, or his Lust,  
 From Me no Secret he can hide,  
 I see his Malice, and his Pride.  
 And my Delight is to expose  
 His Follies to his greatest Foes.  
 All Languages I can command,  
 Yet not one Word I understand ;  
 Without my Aid the best Divine,  
 In Learning, wouldn't know a Line.  
 The Lawyer must forget his Pleading,  
 The Scholar would not show his Reading.

Nay Man, my Master, is my Slave ;  
 I give Command to kill or save ;  
 And grant ten thousand Pounds a Year,  
 And make a *Beggar* strut a *Peer*.

But while I thus my Life relate,  
 I only hasten on my Fate.  
 My Tongue is black, my Mouth is furr'd ;  
 I hardly now can force a Word.  
 I die unpitied ; am forgot,  
 And on some Dunghill left to rot.

General





Round Hand  
Alphabets

---

abcdefghijklmnopqrstuvwxyz

. A B C D E F G H I

k l m n o p q r s

t u v w x y z &

A B C D E F G H I

J K L M N O P Q R

---

Sentences in Round-Hand.

Keep your Books without Blot  
And your Cloaths without Spot.

---

Be courteous to all, but familiar with few.

W. B. W.





Italian<sup>e</sup>  
ALPHABET.

---

abcdefghijklmnopqrstuvwxyz

A B C D E F G H I

J K L M N O P Q R S

T U V W X Y Z &

abcdefghijklmnopqrstuvwxyz

A B C D E F G H I

J K L M N O P Q R S

Sentences in Italian.

---

Avoid such Company as allow you to sin  
Let your Hands do no Wrong,  
Nor touch with your Tongue.

---







*T H E*  
*German Text Alphabet*

---

abcdeffghijklm

.....

n o p q r s t u v w x y z

aa b b c c d d e e f f g g h h i i j j k k l l m m n n o o p p q q r r s s t t u u v v w w x x y y z z

.....

no p q r s t s u v w x y z

Sentence in German-Text

We still with the Best,  
And excel all the Rest.



Undisputed in design

And native honors withal joined

Religion evinces Therefore as it

is received by the laws of God there

as it is graceful & complete that the human

culture



*Engrossing.*  
*Alphabets.*

---

ab c d e f f f g h i j  
A B C D E F G H I  
k l l l m n o p q r s  
I K L M N O P Q R  
t t t u v w x y z  
S T U V W X Y Z

---

Sentences in Engroffing. ~

Low Quitt and Easy,  
Men Fools say to teach ye.



Yielda little for peace. & let Quarralling cease

Life in a very short time  
times to be seen. Good place to see  
him who was the first of  
the service



Creatures





General Instructions  
 FOR  
 Young PRACTITIONERS  
 IN THE  
 A R T  
 OF  
 PENMANSHIP.

THE various Sorts of *Hands*, now  
 practis'd in *Great Britain*, may  
 properly be divided into two Branches;  
 namely, Those of absolute Use for Bu-  
 siness; and Those which are only Orna-  
 mental. The former are the *Round-*  
 B *Hand*

*Hand* and *Italian*, in which most of the common Affairs of Trade, and the ordinary Business of Life are written by all *Europeans*; and the *Engrossing* and *Square-Text*, in which all the various Business of the Law is generally transacted. The other Hands, namely, the *Old English*, the *Roman* and *Italic* Prints, and the *German* Text are seldom made Use of but by Way of Decoration; and therefore the Writing of them is of but little Service, and nothing better than a mere Amusement to such as are intended for Common Business.

The principal Things to be aim'd at, in order to write all or either of the Hands well, are these two: *First*, to get an exact Idea of a good Letter; which is done by a frequent and nice Observation of a correct Copy: The other is, to get such a Command of Hand, as to be able to express, with  
the

the Pen, that Idea upon the Paper; which is attain'd by constant and careful Practice after the best Examples, according to the old Latin Proverb, *Nulla Dies sine Linea*: That is, in other Terms,

*Let every Day some labour'd Line  
produce ;  
Command of Hand is gain'd by con-  
stant Use.*

In order therefore for the more speedy and effectual Improvement of my little Pupils of both Sexes, I shall shew them, in the first Place, wherein the Beauty of a masterly Performance principally consists.

I. The essential Properties of a good Piece of *Writing*, are a due Proportion of Characters throughout the whole ; a just Distance between the Letters themselves, as well as the Words ; with a natural Leaning or Inclination of the

Letters one to another; and a clean smooth Stroke, perform'd with a masterly Boldness and Freedom, without which, the most regular Piece is like a dead Corps, whose Features, tho' they may be exact in Symmetry, yet want that Spirit, which only can render it an Object both valuable and delightful.

II. The Proportion of the several Letters, in most Hands are generally regulated by the O and the N; let the making of them therefore be first carefully practis'd, and then the other Letters that are dependent on them: All which must be of the same Width and Fulness of Stroke as they are of.

III. The Proportion and Shape of Letters in any Hand, ought to be the same, whether they be written in a large or small Size; let every Hand therefore be first learn'd in a large Character, which will not only fix the Idea  
of

of a good Letter much sooner in your Mind, but also give you a greater Freedom. The Lesser is, doubtless, always contain'd in the greater; and he or she that attains to the writing any Hand whatever large, may soon write it smaller, if Occasion requires.

IV. Let all Strokes which are the constituent Parts of a Letter, (or as some call them the Body-strokes) be made with the Full of the Pen, and of the same Thickness one with another, as near as is consistent with the Nature of the Hand in which you write.

V. Let all Strokes which join the constituent Parts of Letters, or the Letters themselves together, be made with the Corner of the Pen, and as fine as the Hand will admit of; which Strokes must always have some Proportion to the Body-stroke, and must be thicker, or finer, according as the Character greater, is, or less.

VI. Turn not your Pen; neither alter the Position of your Hand, but let it move with a steady, easy Motion, and perform every Letter without Catchings, and convulsive Flutterings.

VII. Let the fine Strokes answer one another, in a Kind of Opposition, and, in many Hands, run nearly parallel.

VIII. Let all the Letters that have no Stems above or below the Line be even at the Top and Bottom. Let those which have Stems above the other Letters be equal in Length to the *l*, (the *r* and a few other Letters in some Hands only excepted). Let those which have Stems below the Line be equal in Length to the *j*, some few excepted, which may be seen by the engrav'd Alphabets herein inserted.

IX. Let the Capital Letters be equal in Height to the little *l*, and a small Matter stronger.

X. Let the Distance between Words be twice as large as That between Letters.

And lastly, let the Lines be of such a Distance, that the Stems of the Letters may not interfere one with another; to prevent which they must be at least twice the Length of an / asunder.

*Instructions for making a PEN.*

I. **Y**OU must hold the Quill in your Left hand, between your Thumb and two first Fingers, with the Barrel of it towards you; and the Belly of it upwards, and the Haft of your Pen-knife grafted with the four Fingers of your Right-Hand, placing the Thumb of your Right-Hand under the Back of the Barrel of your Quill, bearing firm against the End of the second Finger of your Left-hand.

II. Then open the Belly of the Barrel  
B 4 of

of the Quill with a Cut, in the Manner of a Scoop, about the Length of half an Inch, and turning the Quill with the Back of the Barrel upwards, holding both it and your Penknife, as before directed, cut about half a Quarter of an Inch off the End of the Quill, which will leave it in the Form of a Half Moon; in the Midst whereof (which will be also in the Midst of the Back of the Barrel of your Quill) enter a small Slit with the Edge of your Penknife.

III. Then holding your Quill, with the Back of its Barrel upwards, in your Left-Hand, with your Thumb, and three last Fingers, the End of its Barrel from you; and resting upon the End of the first Finger of the same Hand, which must be extended; and holding your Penknife with the four Fingers and Thumb of your Right-Hand, with the Edge of it downwards, scrape the Quill with it on the Back of the

the



the Barrel, over the small entering Split, till you find by your scraping the Quill it becomes in that Place transparent.

IV. Then turning the End of the Barrel of the Quill towards you, and holding it between the Thumb and two first Fingers of your Left-Hand, enter the Peg (about a third Part of it) into the Barrel of the Quill and pressing the Thumb of your Left-Hand on that Part of the Back of the Barrel as you intend the Split should reach to, strike up a Split.

V. After which, keeping your Quill between the Thumb and two first Fingers of the Left-hand, and the Penknife Haft held with the four Fingers of your Right-Hand, with the Thumb of the same Hand under the Barrel of your Quill, bearing against the End of the second Finger of your Left Hand, cut off so much of that Split as you may find needless, or too long.

VI. Then

VI. Then turning the Quill with the Belly of its Barrel upwards, holding it and your Penknife in your Hands as before, open the Belly of the Barrel, in the Manner of a Scoop somewhat higher than it was before, and with the Point of the Penknife discharge your Quill of its Pith, if it has any; then turning your Quill with the Back of its Barrel upwards, and holding your Penknife with the four Fingers of your Right-Hand, and placing your Thumb against the End of the second Finger of your Left-Hand, under the Barrel of the Quill, shape, hollow, and cut down (to form a Nib) that Side of your Quill, which is next your Right-Hand.

VII. Turn your Quill the Belly upwards, and shape, hollow, and cut down (still to form a Nib) the other Side of your Quill, (which will be now also next your Right-Hand) and continue to pare it neatly on each Side the Split,  
till

till you have form'd a neat Nib, with a Split of the Length you find proportion'd to the Weight or Pressure of your Hand in Writing, equally shap'd, and carv'd alike on each Side of the Split.

VIII. After which (the Belly of the Barrel of the Quill being upwards) cut the Shape of your Pen in the Form of a Scoop.

IX. Then holding the End of the Thumb of your Left-Hand, against the End of your second Finger of the same Hand, and the Nib of your Pen between your two first Fingers of the Left-Hand, and lying flat upon your Thumb-nail, and, holding the Penknife with the three first Fingers and Thumb of your Right-Hand, so as your Thumb and first Finger may hold on the Blade of the Penknife near its Haft, the Blade held shelving, pare a Bit sloping off the Nib of your Pen.

X. Then.

X. Then turning the Edge of the Penknife downright, cut off from the Nib of your Pen such a Bit (call'd Nibbing the Pen) as may leave it of a Breadth suiting the Strength or Full of the Hand you intend it for; and before you dip your Pen in the Ink wet the Nib of it in your Mouth.

*Of the Choice of PENKNIVES,  
and QUILLS for making of  
PENS.*

**I**N order to make a good Pen, you must provide a good Knife; or if you have two, one for the *Shaping*, the other for *Nibbing*; you will find the Benefit of it. If the Blade be strong and large, you'll find it will take off the Nib the cleaner; the Weight of the Blade requiring less Pressure; the Edge also ought to be strait, and not too keen. The round-pointed Blades hinder

hinder the Nibbing of the Pen, square; and if too keen, when nibbing a strong Pen, the Edge is apt to turn.

As to the Choice of Quills, great Quantities whereof are brought from several Counties in *England*, but more particularly *Yorkshire*, *Shropshire*, and *Lincolnshire*; the former of which are reckon'd the best, as they are clearest, and most substantial.

To make these natural Quills of greater Service, there are two Ways of manufacturing them, commonly call'd *dutching* or *clarifying* them. The first is effected by the Help of Fire; the last, by boiling them in Water, and then clearing them over a Charcoal Fire, or putting them into hot Sand. It may not be amiss here to remove an erroneous Notion which some good Penmen entertain, who imagine such Quills to be boil'd in Oil; whereas, if that were the Case, the Ink would never

ver flow from them; on the other Hand, this Method of clarifying them is to take out that oily Matter that is natural to raw Quills, which causes a spongy Nib after very little Writing. These Quills, so manufactur'd, are of longer Duration than raw Quills, look better, and are in Reality of more Service for the Dispatch of Business.

*A new Rule for making a PEN, but lately propos'd by an EMINENT MASTER.*

**I**N order to make a good PEN, Care must be taken, that the Slit be not forc'd so hard, as to gape, or open; neither should the Nib be bent inwards; both these Deficiencies tending to one and the same bad End: The First causes the PEN not to cast the Ink; the last, after a very little Use, occasions a double Stroke; and when the  
Nib

Nib is recover'd from that forc'd Strain, the Slit opens not much unlike that which was forc'd too much. The Slit should be always easy and clear. Make each Cheek, or Side of the Slit, as equal as possible, with a Strait-bladed Penknife. Nib it quite even or square; the common Practice of making that Part next the Hand both narrower and shorter than the other being (as our new Author insists) a vulgar Error: For should the Nib (says he) in that Part be the narrowest, it must of Course be the weakest; and if it be the shortest, the other Part of the Nib must touch the Paper before it, and then you may as *well* have no Slit at all.

Make the Slit long or short, according to the usual Pressure of your Hand whilst you are writing, and to the Strength of your Quill.

Take Notice, that the manufactur'd  
Quills

Quills before-mention'd have no need of scraping to make them slit clear, as raw Quills have ; and they are apt to split too high, unless prevented by placing your Thumb at the Height you would have the Slit to stop. The Cheeks are not to be made strong in a weak Quill, nor weak in a strong one ; the principal Judgment, however, lies in the Slitting and the Nibbing. If the Quill be weak, the Slit must be something shorter ; if strong, it matters not how long, in case the Checks are made in Proportion, so that, if us'd by an obedient Hand, it hath a Spring, and opens and shuts at Pleasure, as is evident in Striking, or Command of Hand.

*Directions how to hold the PEN.*

I. **H**OLD your PEN with the Thumb and two first Fingers of your Right-hand, so as that your second  
Fingers



Fingers End may reach just to the upper Part of the Hollow or Scoop of your Pen: And that your Pen may rest on that Side of your second Finger (near the Nail) which is next your first Finger.

2. Your first Finger's End must reach just as low as the Top of the Nail of your second Finger, and lay hold, or press on that Part of the Barrel of the Pen which is next your second Finger.

3. Your Thumb (almost extended streight) must lay hold, or press on that Side of the Barrel of the Pen that is next it, and will then reach to right against the Top of the Nail of your first Finger.

4. Your Pen and Hand thus order'd, your Pen will be held on the Right Side of it, (almost under the Barrel) by the End of your second Finger near its Nail.

C

5. On

5. On the Right Side (almost on the Back of the Barrel) it will be held by that Part of your first Finger, which is nearest your second Finger.

6. On the Left-Side (about an Inch and a Quarter from the Point of the Nib) it will be held by the Ball of the End of your Thumb, traversing slantwise opposite to the End of your Thumb-Nail : And the feather'd Part of your Pen will pass between the Upper and next Joint of your first Finger ; and the Hollow, Scoop, or Opening, of your Pen will be hid from your Sight.

7. The Hollow (or Palm) of your Hand will be almost directly against your Paper.

8. Your third Finger must bear upon your little Finger, near its End ; but it must be brought more inward (or nearer your Left-Hand) than your Little Finger.

9. Your

9. Your Little Finger must bear on your Paper with that Joint of it which is next the Nail.

10. The Ball of your Right-Hand (near the Wrist) must not (nor any Part of your Hand but the before-mentioned Joint of your Little Finger) touch the Paper.

11. Your Pen and Hand order'd according to these Directions, you will find the Paper and Desk on which you write, will be borne on by nothing else but the Nib of your Pen, the lowermost Joint of your Little Finger, that Part of your Right Arm which is between your Wrist and your Elbow, and by the Thumb, Fingers, and Part of the Arm near the Elbow of your Left-Hand ; on which (and the Seat you sit on) the Weight of your Body should rest.

*Instructions for sitting at your Writing.*

1. **L**ET the Heighth of the Flat of your Desk, whereon you lay your Book or Paper, be about two Foot three Quarters from the Ground ; the Heighth of your Seat one Foot three Quarters. Let your Seat's Edge be distant from the Edge of the Desk (which comes next your Body) half a Foot.
2. Let the Room for your Knees and Legs to come under your Desk be one Foot.
3. Lay your Book, or Paper on which you write, strait before you.
4. Let the Elbow of your Right Arm be distant from your Side about four Inches.
5. Let your Body be (nearly) upright, and right against your Book, or Paper ; and if you suffer any Part of it to touch the Edge of your Desk (which  
it

it is best to avoid if you can) let it be but slightly.

6. Let the Weight of your Body rest on your Seat and Left Arm; and hold your Paper (fast down) on which you write, with the Thumb, and four Fingers of your Left-Hand.

*A New Mode of sitting when you write, recommended by an eminent Master.*

LET your Seat be so high, as that you may sit easy, without either your Legs hanging, or throwing them from you. Let your Desk or Table be about the Heighth of your Middle. Thus seated, lay your Book or Paper awry; that is, let it incline towards your Left-Arm or Side, instead of being strait before you. The more it inclines, the more your Slope will be. If you write *upright*, then lay your

Book, or Paper, *even* before you Fix your Body directly before your Desk or Table, with both right and left-Elbows on it, notwithstanding the general Method is, that your Left-Arm only should rest thereon.

Thus seated, (says our Author) and having your Book and Paper before you, you may write with all the Freedom and Ease imaginable : No *Nervous Flutterings*, no Numbness, or Stiffness, that a too frequent sitting with the Left-Side towards the Desk, or Table, and leaning the Stress of your Body on your Left-Arm occasions, will attend you. This New Method (says he) will suit all Sizes, and both Sexes ; the fat, or the lean ; the tall, or the short, Men of Bulk, and Ladies, lac'd in their Stays, will all find this Method easy and practicable ; they will write without Fatigue, and with a great deal of Freedom ; and what is more, they will

will write *even* without *Leading-strings*, either single, or Slope-Lines, or any other Aid or Assistance whatsoever.

The Inconveniencies that attend the common Method of sitting (says he) are very obvious. There are very few but what find it difficult to write either even, or to keep a Line of an exact Heighth. The Reason of this is, because, as your Body inclines to the Left towards your Desk, you write from you, which causes you to *fall* in the *Evenness*, if you write without Lines: If you write with them, unless you follow your Writing, it declines at the End of the Line by stretching your Hand, and by not being directly under your Eye. Should you move your Body after your Writing too far, your Writing will become larger at the Close of the Line.

This New Method, however, continues he, will remedy these, and all

other Inconveniencies, attending the common Posture in sitting, and laying your Book and Paper to write ; for you have no Occasion to stir your Body, but sit at Ease, as in an Elbow-Chair. Besides, the Fatigue in writing is lessen'd by having both Arms to ease you, laying an equal Weight on the Table or Desk to support your Body ; the Right-Hand directing the Pen towards the Corner of the Paper ; and tho' it rises, it rises so gradually, that when you come to lay your Paper strait, your Writing will be as even, as if perform'd with Lines. When you have wrote your full Length of the Stretch of your Fingers, your Left Hand is employ'd in drawing the Paper towards your Body, and pushing it from you, when your Line is finish'd to begin again.

Observe, that these Directions only relate to the Writing the *Round-Hand*,  
or



or the *Italian* ; another Position being requisite (as he allows) for writing the *Law-Hands* ; on which we shall make some cursory Remarks hereafter.

Observe farther, that he who writes on a flat Table has the Advantage of him who writes upon a Desk that has too great a Slope ; because the Ink is apt to recoil ; and if the Flow of the Ink is thereby impeded, the Freedom, Beauty, and Sprightliness of the Writing must by Consequence be very much hindered, if not wholly lost.

*Some farther Instructions relating to the Round-Hand and Italian.*

**F**IRST, the Young Penman should endeavour to make his Hand-writing as legible, expeditious, and beautiful as he can ; for these three Qualities are what will render it most useful.

In

In order to make it legible, he should make choice for his Use, out of the various Forms that he meets with, such Letters as are most generally known and approv'd of. He should never, out of a Vanity of Invention, add any sprigging to them ; neither should he throw Strokes through the Body of his small Letters.

To make his Hand-writing expeditious, he should principally use those Letters that are made in one continu'd Stroke, and that have in their Beginnings and Endings an Aptness to join with one another.

To make his Writing beautiful, he should make his Fulls and Smalls very smooth and clear ; he should make the circular Strokes in his Letters without Corners or Flats, and the right-lin'd ones without Crookedness ; he should keep such a Distance between his Letters, that the Whites between each of  
 them

them may be as exact as is consistent with Practice, and take the same Care with respect to the Distance of his Words and Lines ; for the Beauty of Letters consists in the well-adjusting of their Parts, well-performing the Strokes of which they are composed, and placing them to the best Advantage.

He should take care, that all such Letters as have no Stems be made as nearly of a Heighth as he can ; and the same Letters in the same Piece of Writing, as near as may be, of the same Proportion ; he should perform likewise as much of a Word as he can in one continued Stroke.

He should never make use either of a black or red Lead Pencil in striking of his Letters, but should learn to execute them fairly, without touching his Paper with any Thing but the Nib of his Pen, and let the Fulls and Small's be made, as the Pen he makes use of  
will

will naturally give them without any After-touches. He should learn the leading Letters of each Hand first, and from them proceed to the others, which in a great Measure depend upon them.

The *Round-Hand* is composed of an oval and strait Line, and leans to the Right.

Its Fundamental Letters are *l, n, o, j.* The *Italian-Hand* is of the same Nature with the *Round*; with this Difference only, that it is somewhat narrower; for its Slope and Fundamental Letters are the same.

*Short Directions for nibbing the Pen, holding it, and sitting at the Table or Desk to write the Law-Hands, namely, the Engrossing, and the Square-Text.*

**M**AKE the Nib of your Pen square, as in the *Round-Hand*,  
but

but stronger, and shorter in the Slit. As your Writing must be quite upright, sit strait, hold your Elbows out, and have your Parchment always even before you.

The Fundamental Letters of these two Hands are, *j, l, n, o, v.*

The *German Text* is but little used, except by way of Ornament, and cannot properly, therefore, be called one of the *Law-Hands*. However, the Letters of it, tho' they are somewhat narrower than the *Square-Text*, stand perpendicular to the Line as that does, and its Fundamental Letters are, *i, o, l, n, v.*

Tho' 'tis customary, 'tis true, both in the *Square* and *German Text*, to embellish the Capitals with a Variety of Strokes; yet there are no Rules to be prescrib'd in the Execution of them; since they are wholly dependent on the Fancy of the Penman; however, he  
ought

ought to take care that such additional Strokes be a real Ornament, and not a Blemish to the Letter he would endeavour to improve.

*Directions for Striking, otherwise called, Command of Hand.*

**S**TRIKING is called *Command of Hand*, because it is perform'd without the least Agitation of the Fingers, or resting on the Hand or Arm.

Some strike after the *English*, and others after the *Dutch* Manner; and both, if well executed, are beautiful enough, when judiciously, and but sparingly introduc'd; but a vast Variety of Sprigs, Knots, and Birds, &c. are, in the Opinion of the best Performers, no Ornament to Writing at all.

The *English Command* is perform'd with the Hollow of the Pen turn'd towards the End of the Middle Finger, and

and is naturally light, airy, and genteel, and most agreeable for the *Italian*, and running Round-Hands.

The *Dutch Command* is perform'd with the Hollow, or Scoop of the Pen, held towards the Ball, or Hollow of the Hand, and is most proper for Letters in the Round-Hand, because the Fulls fall alike; the Pen being held as in Writing, only the Nib a little elevated.

The Center of Motion in Striking is at the Shoulder, from whence let your Hand and Arm swing together with a sprightly Motion, without resting, or touching the Paper with any Thing but the Pen; which must not be turn'd in the Hand whilst you are making of any Stroke.

The slower your Motion is, the surer it will be; but yet there must be such a Boldness and Freedom observ'd, that the Stroke may be smart and clean,  
without

without Roughness, Flatness, or Corners.

*Note*, the Pen for *Dutch Command of Hand* is the same with That for the *Round-Text* ; and for the *English Command*, the same with That for the *Italian-Text*.

*Directions for the making of Figures.*

THE making of Figures well is as necessary, as the making of Letters well ; for without Figures, no Affairs in Common Business can possibly be transacted ; and for that Reason, I would advise all such as would be thought duly qualified for any Employment whatsoever, to make their Figures in the most graceful Manner that they can.

In Figures, that stand in Columns in Books of Accounts, let them be upright ; but if they be mix'd with Letters in Writing, let them lean.

Take



Take notice that your Figures must always be larger than your Writing.

*Quintillian*, like a Man of Judgment, who would make the most of every Thing in the Education of Youth, strongly exhorts all *Writing-Masters* not to give their Scholars idle, silly Copies, which have no Sense in them, but such as inculcate Virtue; for what we learn in our Infant Years sinks deep into the Memory, adheres to us till old Age, and has a prevailing Influence over all our Conduct. In the Prosecution therefore of this short Essay, I shall make it my Business to extract, from the Writings of the politest and most approv'd Authors both Antient and Modern, such sententious Precepts, and Rules of Life, both in Prose and Verse, as may be not only proper for my young Pupils Imitation and Improvement in the Art of Penmanship, but if

D

committed

committed to Memory, may prove a Guide for their future Conduct ; and may contribute, in some Measure, not only to their Success here, but their Happiness hereafter.

*Four Single-Line-Copies,*

**I**N each of which all the Letters of the Alphabet are compriz'd, which for that Reason will be very proper to be first practis'd by young Penmen.

I.

Prize exquisite Workmanship, and be carefully diligent.

II.

Knowledge shall be promoted by frequent Exercise.

III.

Quick-sighted Men by Exercise will gain Perfection.

IV. Happy

Happy Hours are quickly follow'd by  
amazing Vexations.

*Select Copies, consisting of single Lines,  
and digested into Alphabetical Or-  
der, for the Practice and Improve-  
ment of young Penmen.*

## FIRST SET.

A. **A** R T polishes, and improves  
Nature. 10

B. Beauty's a fair, but fading Flower. 27

C. Content alone is true Happiness.

D. Delays often ruin the best Designs. 24

E. Encouragement is the Life of  
Action.

F. Fortune is a fair, but fickle Mi-  
stress.

G. Grandeur is no true Happiness.

H. Health is Life's choicest Blessing.

I. Indolence is an Inlet to every Vice.

D 2

K. Know-

- K. Knowledge is a Godlike Attribute.
- L. Liberty is an invaluable Blessing.
- M. Modest Merit finds but few Admirers.
- N. Necessity is the Mother of Invention.
- O. One bad Sheep infects the whole Flock.
- P. Pride is a Passion not made for Man.
- Q Quick Resentments prove often fatal.
- R. Riches are precarious Blessings.
- S. Self-Love is the Bane of Society.
- T. The Hope of Reward sweetens Labour.
- V. Variety is the Beauty of the World.
- W. Writing is a fine Accomplishment.
- X. 'Xcess kills more than the Sword.
- Y. Yesterday mispent can never be recall'd,
- Z. Zeal misapplied is pious Phrenzy.

## SECOND SET.

A. **A**ffectation ruins the fairest Face.

B. Beauties very seldom hear  
the Truth.

C. Conscious Virtue is its own Re-  
ward.

D. Dreams are the Pastimes of Fancy.

E. Envy too often attends true Merit.

F. Fame, once lost, can never be  
regain'd

G. Good Humour has everlasting  
Graces.

H. Humility adds Charms to Beauty.

I. Innocence is ever gay and chearful.

K. Knowledge procures general E-  
steem.

L. Love hides a Multitude of Faults.

M. Modesty charms more than Beauty.

N. Nothing is more valuable than  
Time.

O. Order makes Trifles appear grace-  
ful.

- 10 P. Praise is grateful to human Nature.  
 14 Q. Quick Promisers are often slow Performers.  
 R. Recreations are not only lawful, but expedient.  
 S. Shame attends unlawful Pleasures.  
 5 T. Truth needs no Disguise or Ornament.  
 V. Vanity makes Beauty contemptible.  
 8 W. Wisdom is more valuable than Riches.  
 X. 'Xamples prevail more than Precepts.  
 — Y. Youth, like Beauty, very soon decays.  
 Z. Zeal warms, and enlivens Devotion.

*Select Sentences, Moral and Divine, Alphabetically digested for the Practice and Improvement of young Penmen.*

THE FIRST SET.

A.

**A** Man of great Abilities may, by Negligence and Idleness, become to mean and despicable, as to be an Incumbrance to Society, and a Burden to himself.

B.

Beware of Drunkenness. It impairs the Understanding, wastes the Estate, banishes the Reputation, consumes the Body, and renders a Man of the brightest Parts, the common Jest of an insignificant Clown.

C

Contentment is the most precious Jewel of human Life; and the Way to attain it is, ~~the~~ surmounting Difficulties by

by curbing vicious Inclinations, fierce, unruly Passions, and inordinate Appetites, in overcoming Temptations, and in bearing Injuries with Patience.

D.

Disdain not your Inferior, tho' poor ; since he may possibly be much your superior in Wisdom, and the noble Endowments of the Mind.

E.

Envious Persons are for the most part ungrateful, mean, proud, impotent, and malicious : They lie under a double Misfortune : Common Calamity and common Blessings fall heavy upon them : Nature gives them a Share in the First, and their ill Nature in the Latter ; and having their own Trouble, and the Happiness of their Neighbours to disturb them, they need no other Ingredients of Misery.

F.



F.

Fame and Opportunity have swift Wings ; and the Difference is, that the Former goes forward, but the Latter backwards : She must therefore be taken by the Forelock : For Occasion past is irrecoverable, and the Loss by Neglect irreparable.

G.

Good Books are a Guide in Youth, and an Entertainment for Age ; they support us under Solitude, and keep us from being a Burden to our selves : When we are weary of the Living, we may repair to the Dead, who have nothing of Peevishness, Pride, or Design in their Conversation,

H.

He that neglects Religion to pursue the vain Pleasures of this Life, makes his Address to a Shadow ; and the more he pursues the admired Trifle, the more it flies from him.

I

I.

Idleness is the greatest Prodigality, it throws away Time which is invaluable ~~in respect to its present Use;~~ and ~~when it is past,~~ cannot be recover'd by any Power of Art or Nature.

K.

Keep your own Secrets ; for if you discover them to another, and he reveals them, you should pardon him for it, since he is only treacherous by your Example.

L.

Let Virtue and Innocence always accompany your Recreations ; for ~~forbidden~~ <sup>lascivious</sup> Pleasures, tho' agreeable for a Moment, are too often attended with bad Consequences, and instead of relaxing the Mind, plunge us into an Abyss of Trouble and Vexation.

M.

Much Prudence is required in the Choice of your Companions : If you  
desire

desire Refreshment, associate yourself with your Equals ; but if Profit, with your Superiors . It is always the sure and certain Mark of an abject Temper, to be ambitious of being the First of any Company whatsoever.

N.

Necessity is the Mother of Invention, and Encouragement the Nurse of it : What is brought forth by the one, should be propagated by the other.

O.

Observe the various Actions and Tempers of Men, and pass by human Infirmities with a generous Greatness : Criticise upon nothing more than your own Actions, and you'll see Reason enough to pardon the Weakness of Others.

P.

Pride hides our Faults from ourselves, and magnifies them to Others : It will make a Man dictate to his Superiors,  
of

of whom he ought to learn ; and rather than not appear wise, chuse to continue ignorant.

Q.

Quarrels are too often rais'd about the meereſt Trifles ; and yet, when once begun, are with the greateſt Difficulty imaginable brought to a friendly Concluſion.

R.

9<sup>th</sup> Reputation is like Fire ; when once you have kindled it, you may eaſily preserve it ; but, if once you extinguish it, you will not eaſily kindle it again ; and if you ſhould, it may burn a little, but it will never blaze.

S.

10<sup>th</sup> Shame, Diligence, Diſeaſe, Diſappointment, and ſelf-condemning Reflections, are the common Punishment of Sloth : But Succes and Riches generally attend an unwearied Diligence and Application to Buſineſs.

T.

T.

The Best need Afflictions for the Trial of their Virtues: Should all Things succeed to our Wishes, how could we rightly exercise the Grace of Contentment? Should we have no Enemies, how should we shew our Readiness to forgive Others, as we ourselves desire to be forgiven?

U.

Use your Prosperity with so much Caution and Prudence, as may not suffer you to forget yourself, or despise your Inferior; and consider, whilst you enjoy much, how little you deserve.

W.

We may as well expect, that God should make us rich, without the least Diligence or Application, as make us good, without the Concurrence of our own Endeavours.

X.

## X.

Excess destroys more than the Sword.  
*Alexander*, when inflam'd with Wine,  
 cut off his best Friend, and executed in  
 one unguarded Moment what he re-  
 pent of *all his Life* after.

## Y.

Youth is rash and precipitant : Whilst  
 the Blood runs thro' the Veins with  
 great Rapidity, the Passions are strong  
 and unruly, and the Mind too loose  
 and airy to be guided by the wise  
 Counsel of the Aged; and the Know-  
 ledge of themselves comes often too  
 late to prevent their Ruin.

## Z.

Zeal, when grounded upon Know-  
 ledge, gives such a Life and Vigour to  
 Devotion, that all who see it so exert-  
 ed must applaud it.

*Select*

*Select Copies in easy Verse, alphabetically digested for the Practice and Improvement of young Penmen.*

A.

**A**LL human Things are subject to Decay,  
And when Death summons Monarchs must obey.

B.

Brave Deeds, and Virtue (when 'tis spotless) have.  
Glorious Rewards, that shall out-live the Grave.

C.

Censure not rashly: Nature's apt to halt:  
Look inward: He's unborn that has no Fault.

D.

Do thou with Pleasure own thy Errors past,  
And make each Day a Critick on the last.

E.

Envy will Merit, as its Shade, pursue;  
But, like a Shadow, proves the Substance true.  
First

F.

5- First worship God : He that forgets to  
pray,  
Bids not himself Good-Morrow, nor  
Good-Day.

G.

Greatness by Virtue's only understood :  
None's truly great, that is not truly  
good.

H.

He who will true Examples learn to  
give ;  
First let him learn to die, and then to  
live.

I.

Immodest Words admit of no Defence ;  
For Want of Decency is Want of Sense.

K.

Know this one Truth, (enough for Man  
to know)  
Virtue alone is Happiness below.

Live



L.

Live well, and then how soon foe'er  
you die,  
You are of Age to claim Eternity.

M.

Manners with Fortunes, Humours  
change with Climes,  
Tenets with Books, and Principles with  
Times.

N.

No Minutes surely bring us more Con-  
tent.

Than those in pleasing, useful Studies  
spent.

O.

Our Reformation never can prevail,  
While Precepts govern, and Examples  
fail.

P.

Pride is the never-failing Vice of Fools.  
The Wise and Virtuous walk by hum-  
ble Rules.

Q.

Quarrels, and Strife, and Law-suits  
wisely shun:

By Peace and Silence no Man is undone.

E

Re

R.

Remember Death ; think every Day  
your last;  
Lament all Vanities, and Follies past.

S.

Safe in thy Breast close lock up thy In-  
tents ;  
For he that knows thy Purpose, best  
prevents.

T.

✕ They cannot want, who wish to have no  
more :  
Who ever said an Anchorite was poor ?

V.

View all the habitable World ! How  
few,  
Know their own Good ; or knowing it  
pursue !

W.

Want is the Scorn of every wealthy  
Fool,  
And Wit in Rags is turn'd to Ridicule.

*Xerxes,*

X.

*Xerxes* survey'd his mighty Host with  
Tears,  
To think they all must die in a few Years.

Y.

Yesterday's past ; To Morrow's none  
of thine :  
To Day thy Life to virtuous Acts incline.

Z.

Zeal is a Fire, and useful in its Kind,  
But nothing is more dangerous, if blind.

*Select Sentences, Moral and Divine  
(in Prose) alphabetically digested  
for the Practice and Improvement  
of young Penmen.*

THE SECOND SET.

A.

**A**CTION keeps the Soul in  
Health ; whereas Idleness rusts  
the Mind, and corrupts, as well as be-  
numbs all its active Faculties.

E 2

Beware

B.

Beware of the Man that has no Regard to his own Reputation ; since it is not probable he should have any for yours.

C.

Could we rightly and duly reflect on the Misfortunes of other Men, we should be much more thankful than we are for the many undeserv'd Blessings, which we daily enjoy.

D.

Do not speak reproachfully of any Person whomsoever ; for such Injuries are very seldom, if ever forgotten, and may possibly prove a Hindrance to your Preferment.

E.

Education either makes or mars us ; and Governments, as well as private Families are concern'd in the Consequences of it.

Faith

F.

Faith may sometimes exceed Reason, but not oppose it; and Belief may be often above Sense, tho' not against it: Beware therefore not only of an implicit Faith, but of being too closely tied up to Reason, where Faith is requir'd.

G.

Give your Heart to your Creator; pay due Reverence to your Superiors; honour your Parents; give your Bosom to your Friend; be diligent in your Calling, let your Condition of Life be what it will; give an attentive Ear to good Advice; and be liberal to the poor.

H.

Humility is the grand Virtue that leads to Contentment: It cuts off the Envy and Malice of Inferiors and Equals, and makes us patiently bear the Insults of our Superiors.

E 3

If

I.

If you would avoid Sin, fly Temptations ; he that will not use his utmost Endeavours to avoid the one, cannot expect Providence should defend him from the other.

K.

Keep a low Sail at the Entrance of your Estate : You may rise with Honour, but you cannot go back without Shame ; for a good Beginning makes a good Ending.

L.

Let your Promises be sincere, and so prudently consider'd, as not to exceed the Reach of your Ability : He who promises more than he can perform, is false to himself ; and he who does not perform what he has promised is false to his Friend.

M.

Make not your Neighbour's Fault appear greater than it is, nor your own less ;

less; for to excuse your own Fault is to double it, and to aggravate another's by Detraction, is to make it your own.

N.

Nature is nothing but the Voice of God: A bright Display of that Divine Wisdom, which demands an eternal Tribute of Wonder and Worship.

O.

Our present Time ought to be manag'd with a judicious Care; since we cannot secure a Moment to come, nor recal the least Part of one that is past.

P.

Put forth all your Strength in honouring of God, and doing his Commandments; for that Time shall end in a blessed Eternity, that is prudently and zealously spent in the Service of the Supreme Being.

Quietness

Q.

• Quietness carries its own Reward along with it. Have an Aversion to all Debates; study to inform your Mind, and reform your Life.

R.

Recreation after Business is allowable; but he that follows his Recreation instead of his Business, shall in a little Time have no Business to follow.

S.

*Solon* made a Law, that those Parents should not be reliev'd in their old Age by their Children, who did not take Care to give them a virtuous Education.

T.

That Man who fears God is the wisest Man; and he that departs from Evil has the best Understanding.

U.

Virtue is the Beauty of the Mind, and the noblest Ornament that Mankind



kind can boast of. It stirs up our Reason when our Senses err, and is then our greatest Safeguard.

W.

Whoever wisely considers the Miseries of human Life, will certainly prepare for a better ; since Infancy is attended with Folly, Youth with Disorder, and Age with Infirmary.

X.

'Xcuse what you see amiss in Others ; since all Mankind are liable to Errors.

Y.

Your Poverty will never prove a Disgrace to you, unless you hasten to be rich by any illegal Proceedings.

Z.

Zeal in a good Cause is very commendable, but whenever 'tis blind or neglected, it is very pernicious.

*Select Copies, consisting of four, six,  
and eight Lines, without Regard  
to Alphabetical Order.*

I.

**B**eauty, like Ice, our Footing does  
betray ;  
Who can tread sure on that smooth  
slippery Way ?  
Pleas'd with the Passage, we slide swift-  
ly on,  
And see the Danger, which we can-  
not shun,

II.

There is a Lust in Man no Charm can  
tame,  
Of loudly publishing his Neighbour's  
Shame ;  
On Eagle's Wings immortal Scandals  
fly ;  
While virtuous Actions are but born  
and die.

Virtue's

## III.

Virtue's the chieftest Beauty of the  
 Mind,  
 The noblest Ornament of Human-  
 kind ;  
 Virtue's our Safeguard, and our guid-  
 ing Star,  
 That stirs up Reason when our Senses  
 err.

## IV.

Children like tender Oziers take the  
 Bow,  
 And as they first are fashion'd always  
 grow :  
 For what we learn in Youth, to that  
 alone,  
 In Age, we are by second Nature  
 prone.

## V.

*Cadmus* did first the wondrous Art  
 devise,  
 Of painting Words, and speaking to  
 the Eyes ;

By

By various Lines to curious Order  
brought,  
Body and Colours were giv'n unto a  
Thought.

VI.

None, none descends into himself to  
find,  
The secret Imperfections of his Mind.  
But ev'ry one is Eagle-ey'd to see,  
Another's Faults, and his Deformity.

I.

Great was that Genius, most sublime  
that Thought,  
Which first the curious *Art of Writing*  
taught :  
This Image of the Voice did Man  
invent,  
To make Thought lasting, Reason  
permanent :  
Whose softest Notes with Secrecy can  
rowl,  
To spread deep Mysteries from Pole  
to Pole. Law-

## II.

Law-suits avoid with as much studious  
Care,

As you would Dens, where hungry  
Lions are :

And rather put up Injuries, than be  
A Plague to Him, who'd be a Plague to  
Thee.

Value your Quiet at a Price too great,  
For a Revenge to give so dear a Rate.

## III.

Happy the Man, of Mortals happiest  
he,

Whose quiet Mind from vain Desire is  
free :

Whom neither Hopes deceive, nor  
Fears torment,

But lives at Peace within himself con-  
tent ;

In Thought or Act accountable to none,  
But to his Conscience, and to God  
alone,

Quick

## IV.

Quick Time on Months and Years its  
Children feeds,  
And kills with Motion what its Motion  
breeds :

Hours waste their Days, the Days their  
Months consume,  
And the rapacious Months their Years  
entomb.

Thus Years, Months, Days, and Mi-  
nutes keep their Round,  
'Till all in vast Eternity are drown'd.

## I.

Dreams are but Interludes which Fancy  
makes,  
Whilst Monarch Reason sleeps the  
Mimick wakes ;  
Compounds a Medley of disjointed  
Things,  
A Court of Coblers, and a Mob of  
Kings.

Light

Light Fumes are merry, grosser Fumes  
are sad,  
And Both the reasonable Soul run  
mad;  
And many monstrous Forms in Sleep  
we see,  
That never were, nor are, nor e're  
shall be.

II.

Such is the gloomy State of Mortals  
here,  
We know not what to wish, or what to  
fear.

What then remains? Are we depriv'd  
of Will?

Must we not wish for fear of wishing  
Ill?

Receive my Counsel, and securely  
move;

Entrust thy Fortune to the Powr's  
above:

Leave

Leave them to manage for thee, and  
to grant,  
What their unerring Wisdom sees thee  
want.

*The Revolution of the Seasons round  
their Annual Circle, emblematical-  
ly illustrated, and recommended as  
proper Copies for Children's Break-  
ing-up Pieces, at their Quarterly  
Vacations.*

# SPRING.

**T**HE Bloom of Youth upon his  
Cheek is seen.  
And where he treads fresh Flowrets  
deck the Green.  
His fragrant Breath perfumes the Even-  
ing Skies,  
And tun'd to Him, the Sylvan Streams  
arise.

Apont-



A pointed Jav'lin in his Hand he bears,  
And on his Head a golden Helmet  
wears.

Forthen begins the stern *Bellona's* Rage,  
And hostile Realms in bloody Wars en-  
gage :

His calm Approach revives the peace-  
ful Plain,  
But leads on Death, where Discord holds  
its Reign.

# SUMMER.

**I**N filken Garb array'd of chearful  
Green,  
Was sportive *Summer* next advancing  
seen,  
A gilded Quiver at his Shoulder hung,  
And in his Hand he trail'd a Bow un-  
bent along.

F

His

His tawny Brow with faded Flower's  
was crown'd.

And studded thick with Drops of Sweat  
around.

As if fatigu'd with the laborious Chace,  
Or faint with Heat in saltry *Titan's*  
Rays :

He, moving slow, invok'd the friendly  
Air,

And sought the cooling Streams to  
quench his Burnings there.

## AUTUMN.

**A** *Utumn* succeeds in flaming yel-  
low clad,

With Fulness smiling, and with Plenty  
glad.

Laden with sunny Fruits of every Kind,  
He dar'd the Cold that waited close be-  
hind.

A Wreath

A Wreath of ripen'd Corn his Temples  
 bound,  
 Enrich'd with Leaves, and clustring  
 Grapes around.  
 An Harvest Crook employ'd his better  
 Hand,  
 To reap the Grain, and ease the bur-  
 then'd Land.

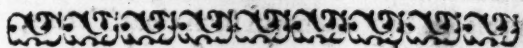
## W I N T E R.

**W***Inter* was last in woolly Robes  
 array'd,  
 And bent with feeble Age his hoary  
 Head,  
 Shrunk in himself, he wrapp'd his Gar-  
 ments close,  
 And inly trembled as the Tempest rose.  
 His Length of Beard, and deep in-  
 dented Brow,  
 Were whiten'd o'er with an eternal  
 Snow :

Prone to the Earth his bending Back  
 declin'd,  
 And almost froze, he shiver'd in the  
 Wind :  
 Propp'd on a Staff he slowly mov'd  
 along,  
 And round him loud, insulting BOREAS  
 rung.



Some



*Some General Directions in regard to Epistolary Writing ; with Select Forms of Address and Business, by Way of Appendix.*

THE Style peculiar to such Letters as consist only of Compliment, Wit, and Address, should be always gay, indeed, but free and easy, void of all studied Graces, and as near a Copy of Nature as possible.

On the other Hand, That of the Tradesman, should be short, plain, and pertinent to the Occasion, without any Flights of Fancy, or Deviations from his principal Design. He should imagine himself in Conversation with his

Friend on the *Royal Exchange*, and express his Sentiments in such clear Terms, that his Correspondent should not be capable of the least Doubt or Hesitation with respect to his Orders. And as he ought never to be obscure, so he should industriously avoid all Manner of Abbreviations, which have a natural Tendency to render his Expressions either too general, or ambiguous. Nothing therefore in his Letter should be presum'd, understood, or implied. His Intentions should be comprehended at the first View; for whenever Instructions are given but darkly, and by Hints only, some Error of Consequence may pass thro' Misconstruction.

The Correspondent, likewise, on his Part, should take particular Care to be as punctual, clear, and free from Ambiguity, in all his Answers. He should weigh every Article maturely, and give it a distinct and direct Reply. No-  
thing,

thing, in short, should be omitted ; no one Particular should be left in Suspence, lest his Correspondent, for Want of proper Intelligence, should suffer either in his Character, or his Fortune.

## LETTER I.

*From a Miss to her Mamma, in regard to her Practice and Improvement in the Art of Writing.*

*Honoured Mamma,*

**I**N Compliance with your Request I have sent you enclos'd a small Specimen of my Hand-Writing. My Master tells me I am very much improv'd this last Quarter, but you, Mamma, will be best Judge whether he flatters me or not. I am sensible, to write a fair, neat Hand, and to spell correctly, are Accomplishments that all young Ladies are not Mistresses of, and for that Reason, (besides the Pleasure of

paying my Duty as I ought for your Care in my Education) I shall study to make daily Advances in so advantageous an Art; and if I attain to any tolerable Degree of Perfection, in it I am persuaded you will be well pleas'd with

*Honoured Madam,  
Your most dutiful Daughter,  
A. Z.*

## LETTER II.

*The Mother's Answer.*

*Dear Daughter,*

**I** Don't think your Master flatters you at all; for your Improvement in Writing within these three Months is too visible to be deny'd; and I can assure you, your Papa is so pleas'd with your Performance, that he has bestow'd a Glass and gilded Frame upon it. He has sent you moreover by the Bearer a Quarter of a Pound of Tea and



a Silver Medal of the immortal Duke of Cumberland as a farther Testimony of his Approbation. Pray, be dutiful to your Governess, and respectful to all her Family. I am not insensible of her good Oeconomy and Merit, and if you will but strive to copy her, you shall want for no Encouragement from

*Your affectionate Mother.*  
M. Z.

### L E T T E R III.

*From Master Tommy to Miss Polly.*

*Dear Miss,*

**T**IS with no small Pleasure that I write to you by the joint Commands of my Papa and Mamma to enquire after your Health, and all our other Relations in the Country. You had'nt been gone from our House above a Day or two, before I was very dull for

for Want of your good Company. However, as I know you have not your Health in our nasty, smoaky Town, it would be very unkind in me to desire you to return, and run the Risque of a second Illness. Pray let us know how you spend your Time in the Country, and in Return you may expect to hear what passes at our next Ball here in Town, which will be very gay, and come on in about a Fortnight, I am

*Dear Miss,*  
*Your affectionate Cousin,*  
 T. D.

# L E T T E R · IV,

*Miss Polly's Answer.*

*Dear Cousin Tommy,*

**I** Had the Favour of your friendly Letter, and am greatly oblig'd to you, Sir, as well as to your good Papa and Mamma for enquiring after my Health,

Health. I am much better since I came into the Country; and Mr. *Meanwell* the Apothecary gives me Hopes of a speedy Recovery. I go abroad every Day to divert myself, but the Woods and Gardens are not near so chearful and inviting this *Spring*, as they were the last, when we had the Pleasure of your good Company. However, as your Papa has now bought you a little *Pony*, and the Weather is like to continue fine, I please myself with the Thoughts of seeing you in a few Days; for I don't at all doubt but the Letter I sent by *William* will procure the Consent of my good Uncle and Aunt, and I have Reason to believe, Sir, that you will be willing to pay a Visit to

*Your affectionate Cousin,*

M. G.

L E T.

## LETTER V.

*From a Brother in Town to his Sister  
in the Country, complaining of her  
Neglect in Writing.*

*Dear Sister,*

**Y**OUR Friends, I can assure you, take it very ill, that you give them no Account of your Health, or the Manner in which you spend your Time in the Country. You cannot be insensible, that you have several Admirers here in Town, and that many of them are impatient for your Return. Can your long Silence, therefore, think you be any ways excus'd with a good Grace. My Mother, I can tell you, is highly displeas'd, and so are my Uncle and Aunt. For my part, I have acted the good-natur'd Brother so long, and form'd so many Excuses for you, that I am quite tir'd. Take care therefore  
for

for the future, and deserve a better Character. Write to us soon and often, and I don't doubt but I shall procure your Pardon for the Offences past. You may depend on it, 'tis with no small Pleasure that I subscribe myself,

*Your very affectionate Brother,*  
E. D.

## LETTER VI.

*The Sister's Answer.*

*Dear Brother,*

**T**HE Charge you have brought against me is I own a little too just. I have been negligent indeed, and pray assure my Dear Mother, and my Uncle and Aunt, that my Silence has not been owing to the least Want of Duty or Respect, and that I'll never be guilty of the like Fault again. Be my Advocate, Dear Brother, for once upon

on this my sincere Promise of Amendment. I know you are good natur'd, and that my Relations, if you but plead in my Behalf, will sign my Forgiveness. If you'll excuse the Shortness of this Letter, you shall have a longer next Week, with a full and true Account of my Visit to my Lady *Notable*, and the kind Reception I met with from the whole Family. I have nothing to add at present but my Duty and Respects where due, and to assure you, that I am proud to subscribe myself

*Your affectionate,  
and much obliged Sister,*  
E. D.

L E T-

## LETTER VII.

*From an elder to a younger Brother, representing to him the fatal Consequences that must unavoidably attend him, in case he persists in his Extravagance.*

Dear Billy,

**A**S you are my only Brother, you must imagine, if you give your self the least Time for Reflection, that your Misfortunes affect me next to my own. You are sensible I have met with too many, but then you know very well, at the same Time, that they must be ascrib'd to unforeseen Accidents, and not to any wilful Acts of Profusion. This Consideration supports me under the Weight of them; but as to those that have befallen me on your Account, they must be imputed indeed to my Indiscretion. Whilst my  
 Father

and Mother were living they both supplied you, not only with the Conveniences of Life, but indulg'd you; if I may be so free as to say so, in your Levity and Extravagance. They are both dead, and what they left behind them, 'tis true, is now devolv'd upon me. Not only Nature, but Providence directs me to make the best Use I possibly can, of what is thus thrown into my Possession. My Love for you inclines me, I must own, to serve you to the utmost of my Power; but, dear *Billy*, which Way can I effectually do it? The frequent Supplies that our indulgent Parents sent you, gave you no substantial Assistance; they were thrown away upon you: And what Measures pray, am I to take to screen you from Distress? You might have been happy long e'er this, had you made but a good Use of your Friend's Readiness to serve you; but give me leave to speak  
my



my Sentiments freely, your present melancholy Situation is wholly owing to your own Imprudence. You might have liv'd comfortably, with good Management, all your Life-time, on your own Fortune; but 'tis plain, it has not maintain'd you much above a Twelve-month. Were I able, or willing to add as much more to it, what just Grounds have I to expect that you will be a better Oeconomist than hitherto you have been? All I have, at your Rate of Living, would support you, Brother, but a very few Years; and I must think it my Duty, (whatever you may imagine) to take care of my own Family as long as they live, and am determin'd so to do, if no unforeseen Accident prevents me. Were I to send you the hundred Guineas according to your Request, of what real Advantage would it be to you? It would prove of no other Service in the World,

G

than

to lengthen your Credit, and make you run deeper into Debt. How often have I assisted you already? And has not the Case been always the same? Have not several with whom you have Dealings, given you Credit from Time to Time, because they imagin'd that I would support you, and discharge their Bills? As therefore all my Indulgence towards you has prov'd ineffectual, 'tis Time now to withdraw my Favours. However, notwithstanding all your repeated Provocations, you may assure yourself, when I have any convincing Proof of your Reformation, no reasonable Assistance will be deny'd you, by

*Your affectionate, tho'  
much injur'd Brother,*

A. Z.  
L E T.

## L E T T E R VIII.

*From a Guardian to his Ward, on his irregular Course of Life during his Apprenticeship.*

Dear Dicky,

**Y**OU are not insensible of the true Love and Friendship that always subsisted between your affectionate Father and myself: And as he was pleas'd to constitute me the sole Executor of his last Will and Testament, and therein charg'd me, in the warmest Terms, to have a watchful Eye over your Deportment during your Minority; 'tis with the utmost Concern, that I hear you have enter'd yourself a Member of a loose, disorderly Club; that you have too little Regard for your Reputation; are often disguis'd in Liquor; keep bad Hours; break the Rules of your Master's House at least

twice a Week ; and in short, make the whole Family very uneasy. I have been inform'd, moreover, that, if my old Friend does but expostulate with you on the Occasion, even in the coolest Manner, you treat him with that Indecency that no ways becomes you : You give him, it seems, such pert Answers, and put on such sawcy Airs, as are insufferable ; and, in short, instead of being submissive, and giving him the least Prospect of a future Amendment, you repeat the Offence for which he checks you, and make his wholesome Admonitions the Topick of your Ridicule amongst your profligate Companions.

As this is the true State of the Case ; and as your good Father has been pleas'd to invest me with an Authority over you, during your younger Years,  
give

give me leave to expostulate with you on this unhappy Occasion, and set before you, in a fair and impartial Light, the fatal Consequences that must too soon attend you, without a speedy Reformation.

In the first Place, how can you, in Conscience, break thro' all those Laws which you had so voluntarily bound yourself, by the most solemn Contract, faithfully to observe? How can I, think you, look your Master in the Face, who stand engag'd to him in a very considerable Penal Sum for your Integrity and good Behaviour? Can you think it honest to violate such Engagements? Consider you are but about Eighteen, and 'tis Time enough in Conscience, when you are One or Two and Twenty Years of Age, to be your own Master, and act without Controul. Stay 'till then at least, before you take such unreasonable Liberties

and keep such bad Hours, as well as bad Associates: And in Case you go on, as you begin, I have too just Grounds to fear, you will even then, prove equally indiscreet, and have a Taste for the same vicious Course of Life.

Consider, I beg of you, before 'tis too late, what Inconveniencies these ill Habits in Time may lead you to: Consider, I exhort you, the Anxiety, the Trouble, which you give your sincerest Friends by your Perseverance in your evil Ways. Reflect with your self, and do as you would be done by. Is your Conduct at present such as you would countenance and allow, were you a Master yourself? Are you so capable of pursuing your Business, and promoting your Master's Interest the next Morning, with that Life and Vigour, as if you had went to Bed sober, and in due Time? If not, are not your mispent  
Evening

Evenings a double Disadvantage to your Master? Will not your taking what you call small Liberties at present, lead you on, in process of Time, to take much greater? 'Tis not, let me tell you, in every one's Power to stop when he pleases; and who knows, but at last, you will arrive to such a Pitch of Obduracy, as to be subject to no Manner of Restraint?

For my own Part, I think I may presume to say, I serv'd seven Years myself, not only with Pleasure, but with Reputation. I thought, likewise, tho' my Apprenticeship was not expir'd till I was two and twenty, that I was my own Master full soon enough. What your Thoughts may be on the like Occasion, I can't say, but I wish you may hereafter consult your own Interest and Credit, as I have done mine before you. Give me leave to tell you freely, that I should

never have thought it either reputable, or honest, to take such Liberties as you do.

You are now at an Age, when, instead of indulging yourself in your Pleasures, you should study to cultivate and improve your Mind. By applying to proper Books, you will qualify yourself for the best of Company ; very much contract your daily Expences ; fill up your vacant Hours ; avoid a World of Temptations ; inlarge your Ideas of Men and Things ; and, in a Word, you will look down with an Eye of Contempt on those frothy Companions, with whom you seem now to associate with so much Eagerness and Delight.

As Nothing but my sincere Regard for your future Happiness and Welfare could induce me to expostulate with you on this Breach of your Conduct, I hope that my friendly Admonitions will have the



the desired Effect, and that by your speedy Amendment, I shall have no Cause to repent of taking on me the important Trust which your Father has repos'd in me Should your Master, as I hope he will, send me Word of the Success of these Remonstrances, you shall want for no Encouragement, from

*Cousin,*

*Your affectionate Guardian,*

L. S.

## LETTER IX.

*From a Tradesman in London, to his Country Correspondent, begging the Favour of a speedy Adjustment of Accounts between them.*

S I R,

AN unforeseen Accident has happen'd, that obliges me to beg of you to settle the Account that stands between  
us.

us. We have had Dealings together long enough, I hope, to be free with each other upon any emergent Occasion. I would not have made my Applications indeed so soon, had I a Friend in Town on whose Assistance I could so safely depend. If it will be any Prejudice, however, in the least to your Affairs to discharge the Whole, the Remittance of forty Pounds, or such other Part only as you shall think proper, will be of singular Service at this critical Conjuncture, and lay a particular Obligation, on

*Sir, your most humble Servant, &c.*

## L E T T E R X.

*The Correspondent's Answer.*

S I R,

**I** Am very sensible some Exigence more than ordinary must have occasion'd

caſion'd the Demand you have made; and am therefore ſincerely glad, that it lies in my Power to answer your Expectations without any farther Application. Our Carrier ſets out next *Wednesday*, and I ſhall order him to deliver you a Bank Note for Fourſcore Pounds. As to the Reſidue, it ſhall be return'd you within a Fortnight at fartheſt; at which Time, I propoſe to give you a freſh Order, ſnd commence a new Debt. I ſhall let you know what Credit I expect, and take care to make you punctual Payment. I am, Sir,

*Your ſincere Friend,  
and humble Servant.*

LET.

## LETTER XI.

*From a Servant to his Master in the  
Country.*

S I R,

AS I perceive your Affairs are likely to detain you longer Abroad than you propos'd when you went from Home, I thought myself oblig'd in Point of Duty to inform you, that all your good Family are in perfect Health; and that, as to the Business of the Shop, you may assure yourself, each Branch of it shall be carried on with as much Care and Fidelity, as if you were there in Person. Every Body longs for your Return, as soon as your Affairs will any ways permit: My good Mistress in particular begins to be impatient. In the mean Time, however, you may depend on having immediate Notice, if any Thing material occurs, from

*Sir, your faithful Servant,*

P. E.

LET.

## LETTER XII.

*To a Correspondent.*

S I R,

I Have receiv'd yours of the 5<sup>th</sup> of *February* last, with your Invoice and Bill of Lading enclos'd. I shall remit you by the next Post 100 *l.* Bank Note, and beg the Favour of you to send me by *Aaron Hill*, our Carrier, the first Opportunity, ten Pieces of Superfine Black Cloth, at about 15*s.* per Yard, and thirty Pieces of *Scotch* Holland, about 3*s.* or 3*s.* 6*d.* per Yard, as your Judgment shall direct you.

*I am, Sir,**Your humble Servant,*

P. G.

L E T.

LETTER XIII.

*The Correspondent's Answer.*

S I R,

**Y**Ours, of the 20<sup>th</sup> of this Instant March, lies now before me; as also, another of the 30<sup>th</sup>, with a Bill for 150 *l.* which is paid, and plac'd to Account. I have this Day, according to your Order, sent the Black Cloth and Holland, and doubt not but they will please you at the Price in the Bill enclos'd. I am,

Sir, &c.

LETTER XIV.

*To a young Tradesman, too apt to be in a Hurry in the Prosecution of his Business.*

*Cousin John,*

**T**HE great Regard I have always had for you, not only on your own Account,

Account, but for the dear Remembrance likewise of your good Father and Mother, both lately deceas'd, to whom I was greatly indebted for their many Favours, is the only Motive that induces me to trouble you with the following cursory Hints, which, I flatter myself, you will receive with the same Candour and good Humour as I intend them.

I have call'd, Cousin, upon you Time after Time, and have always found you, 'tis true, where you ought to be, in your Shop; but then I perceiv'd you were always in such a Flutter and Confusion, that I could never have an Opportunity to talk with you freely, as I propos'd, when I paid my Visits.

It must be acknowledg'd, that on some particular Occasions, a more than ordinary Hurry and Fatigue in Business cannot possibly be avoided; but that can never be always the Case, in my Opinion,

nion, with the most extensive Dealer. The great Art of Trade lies, Cousin, as I take it, in the judicious Disposal of a Man's Time, be his Occupation or Calling what it will.

Most young Traders, indeed, are fond of appearing mighty busy, imagining they shall be observ'd, and applauded for their Industry and Application; but, in my humble Opinion, those Flutters are rather the Effect of Indolence, and a too great Neglect of their Business at proper Seasons; and, as a Confirmation of what I have asserted, I shall only lay before you the daily Practice of an unfortunate Shop-keeper of my intimate Acquaintance, who was remarkable for driving his Business on with the utmost Precipitation.

My Friend, 'tis true, for some few Years, carried on a very advantageous Business; but then, at last, under the usual



usual Pretence of promoting Trade, indulg'd himself every Evening, in meeting with a Set of Bottle-Companions at the Tavern; and very seldom, if ever, neglected those social Engagements.

In order therefore to be punctual there, and make his personal Appearance as soon as possible, the Business of the Day was all Hurry and Confusion. Tho' he did not keep excessive late Hours, yet he was no Starter, and seldom got Home till Eleven or Twelve. The Night thus spent, and the Bottles all empty, the Morning, which is the most precious Part of the Day, was spent in Indolence and Ease. If the most valuable Customer he had came to his Shop before Nine, the Maid durstn't disturb him. His Apprentice, indeed, would beg the Favour of them to call again; and when his usual Hour of Rising came, so many different Matters waited to be discharg'd, that he

H

was

was in one continu'd Ferment till about Two, at which Time he went to Dinner. Little after that was done ; for he indulg'd himself in an elegant Way of Eating, as well as Drinking off ; he went to the Tavern, and this Course he pursu'd for some considerable Time.

Thus, tho' he never applied himself regularly to Business above four Hours in the Day, he would be constantly complaining of Business lying too heavy on his Hands ; that 'twas with the utmost Torment he went thro' it ; and his Life, in short, seem'd to those who observ'd him only whilst behind the Counter, one continu'd Scene of Industry and Fatigue.

Now, Cousin, had he made it but his Custom to rise at Six, and get himself dress'd, and ready for his Shop by Seven ; all his Business would have every Day been reduc'd within a narrow Compass by Twelve. In the first  
two

two Hours he would have met with but little, if any Interruption; and by such a Practice, he might have improv'd his Servants by his own good Example; have given them the necessary Directions for the whole Day; and had Time sufficient besides, not only to have inspected his Books, but to have written to all his Correspondents; and by that Means, have dispos'd all Things in such an Order, that whatever Business occur'd afterwards, whether more or less, might have serv'd him only for an Amusement.

But not to dwell too long on my Story, what was the Result, think you, of my Friend's great Hurry and Precipitation? Why, he met with some Losses and Disappointments in Trade (as who does not) and his Customers not seeing him in the Shop in a Morning, and always in a Flutter when he was there; his Business insensibly

dwindled away; his Creditors began to suspect him; and he had the Mortification, on the Adjustment of his Accounts, that had too long lain by neglected, to find the Balance of 3000*l.* to his Disadvantage, to quit a Business he had manag'd with so much Imprudence, and to live upon a Charity, which his Friends procur'd for him, and afforded a bare Subsistence only for himself. I leave you to judge of the Misfortunes that must by Consequence attend his poor Wife and Children, who built their Dependance upon him.

This Instance, I hope, Cousin, will afford you a Lesson of Instruction; and, as I have a good Opinion of your Prudence, I doubt not, but you'll endeavour to correct the Fault which I have too often observ'd, and taken at this Time the Liberty to reprove.

I couldn't forbear giving you this Caution, lest you should postpone That  
to

to another Day, which might, and ought to be done in This; and by such a Delay be unable to keep your Business within due Bounds. Method, dear Cousin, next to Industry and Application, is every Thing in any Occupation whatsoever. By falling into a regular Way, you will always be calm, free, and easy; and have Time sufficient to amuse your female Customers, who are for the most part pretty tedious in making their Bargains, and will be humour'd, as well as courted to a Compliance. And how think you, must any Man be capable of behaving thus, as 'tis his Interest always so to do, in case he prefers his Bottle to his Shop, and indulges himself in his Bed, when he should be in his Business? As you are very sensible, I have no other Ends in view than your future Welfare and Success in the

H 3

World,

[ 120 ]

World, I am well assur'd you'll take  
these cursory Admonitions in good  
Part, from, Sir,

*Your sincere Friend,*

*and affectionate Cousin,*

M. C.



Having

**H**AVING thus given our little Readers a transient Idea of the Style, or Manner in which they ought to indite their Letters of Mirth and Gaiety, as well as those of Trade and Commerce ; and having added thereto some few Copies for their Practice and Imitation, we flatter ourselves, as young Persons are too liable to Mistakes for want of proper Information, in regard to the Titles of such as are either in Office, or of elevated Birth and Fortune, that it will be deem'd a proper, as well as natural Conclusion of this our present Undertaking, to instruct them how to direct to, and pay their Addresses in due Form, and with Propriety, to their Superiors, however dignified and distinguish'd either in Church or State.

Terms

Terms of ADDRESS.

Supercription I.

*To the Royal Family.*

**T**O the King's most excellent  
Majesty

*Sire, or may it please your Majesty.*

To his Royal Highness, *Frederick,*  
Prince of *Wales*

*May it please your Royal Highness.*

N. B. The like to all the Rest of  
the Royal Family, Male or Female,  
*Mutatis mutandis*, that is, changing  
what is necessary to be chang'd.

Supercription II.

*To the Nobility.*

**T**O his Grace, the Duke of  
S—.

*My Lord Duke ; your Grace ;*

*To*



To the most noble *Peter*, Lord Mar-  
quifs of S——.

*My Lord Marquifs ; your Lordship.*

To the Right Hon. *John*, Earl of  
S——.

*My Lord ; your Lordship.*

To the Right Hon. *J.* Lord Vis-  
count M——.

*The same.*

To the Right Hon. *P——* Lord  
O——.

*The same.*

N. B. Here observe, that Noble-  
mens Wives are address'd in Terms  
equal to their Husbands Dignity.

That all the Sons of *Dukes* and  
*Marquisses*, and the eldest Sons of  
*Earls*, have the Titles of *Lord*, and  
*Right Honourable*, by the Courtesy of  
*England*.

To the Sons of *Viscounts* and *Barons*  
are given the Titles of *Esquires*, and  
*Honourable*; and That of *Honourable*  
likewise

likewise to their Daughters, but without any other Addition.

Every *Gentleman*, in any Place of Honour or Trust, is styl'd *Honourable*; but no *Commoners*, those of his Majesty's Privy-Council, the Lord Mayors of *London*, *York*, and *Dublin*, and the Lord Provost of *Edinburgh*, for the Time being, excepted.

Lastly, Every considerable *Servant* to his Majesty, the Prince of *Wales*, or any other of the *Royal Family*, is, whilst on the Civil or Military List, distinguish'd by the Title of *Esquire*.

### Superscription III.

*To the Parliament.*

**T**O the Right Hon. the Lords Spiritual and Temporal, in Parliament of *Great Britain*, assembled.

*My Lords; May it please your Lordships.*

To

To the Hon. the Knights, Citizens,  
and Burgesses, in Parliament of Great  
Britain, assembled.

*Gentlemen; May it please your Ho-  
nours.*

To the Right Honourable Sir U. B.  
Speaker of the Honourable House of  
Commons.

*Sir; or, if he be a Lord, My Lord; or,  
may it please your Lordship.*

N. B. He is for the most part a  
Member of the Privy-Council.

#### Superscription IV.

*To the Clergy.*

**T**O the most Reverend Father in  
God, A. Lord Archbishop of  
C— or Y—

*My Lord, your Grace.*

To the Right Reverend Father in  
God, O. Lord Bishop of L—

*Right Reverend Sir.*

To

To the Rev. Mr. or Dr. (according to their Station) *A.* Z. Dean of *B.* Chancellor of *C.* Archdeacon of *D.* Prebendary of *E.* Rector of *F.* Vicar of *G.* Curate of *H.*

The general Term to These is, *Sir*; but to a *Dean* or *Archdeacon*, we say, *Mr. Dean*, and *Mr. Archdeacon*.

### Superscription V.

*To the Officers of his Majesty's Household.*

TO These we address for the most part according to their Quality, but sometimes according to their Office; as *My Lord Steward*, *My Lord Chamberlain*, &c.

### Superscription VI.

*To the Commissioners, &c. on the Civil List.*

TO the Right Hon. *A.* Earl of *B.* Lord Privy Seal—Lord President of the  
the

the Couucil — Lord Great Chamberlain — Earl Marshal of *England* — One of his Majesty's Principal Secretaries of State, &c.

*My Lord; or, may it please your Lordship.*

To the Right Hon. the Lord Commissioners — of the Treasury — of the Admiralty, &c.

*The same.*

To the Hon. the Commissioners of his Majesty's Customs — Revenue of Excise, &c.

*The same.*

## Superscription VII.

*To the Soldiery.*

TO the Right Hon. *A.* Earl of *B.* Capt. of his Majesty's — First Troop of Horse Guards — Band of Gentlemen Pensioners, &c. To *A. B.* Esq; Lieutenant General — Surveyor General of the Ordinance, &c.

*Your Honours.*

*To*

Superscription VIII.

*To the Officers of the Navy.*

TO his Grace A. Duke of B. Lord  
High Admiral of Great Britain.

*Your Grace.*

To Vice-Admirals — Rear-Ad-  
mirals, and Captains.

*Sir ; or, your Honour, except they be  
Noblemen.*

Superscription IX.

*To the Ambassadry.*

TO his Excellency, Sir A. B. Bart.  
Envoy Extraordinary from his Bri-  
tannic Majesty — to — Ambassador to  
— his Resident at, &c.

*Your Excellency.*

To Secretaries and Consuls.

*Sir,*

*To*

Superscription X.

*To the Judges and Lawyers.*

**T**O the Right Hon. *A.* Baron of *B.*  
 Lord High Chancellor——Master  
 of the Rolls——Lord Chief Justice of  
 the King's-Bench——Common Pleas.

*My Lord; your Lordship; and to such  
 as are only Honourable——Sir; may it  
 please you, Sir; and the same to all  
 other Graduates in the Law.*

*N. B.* Every Barrister is styl'd,  
*Esquire.*

*Note,* All such Gentlemen as are in  
 the Commission of Peace, are also  
 styl'd *Esquires*, and address'd to as  
*Worshipful.*

The Aldermen and Recorder of the  
 City of *London*, and all Mayors of Cor-  
 porations (the Lord Mayor only ex-  
 cepted) have the Title of *Right wor-  
 shipful.*

Governors

*Governors of Hospitals, Colleges, &c.* are styl'd *Right worshipful*, or only *Worshipful*, according as their respective Titles may be.

*Bodies Corporate* are styl'd *Honourable*, and sometimes *Worshipful*.

A *Baronet* and a *Knight* are for the most part styl'd *Honourable*, and their Wives have the Title of *Ladies*

As to the Address made to *Merchants*, and other Persons in *Trade*, it is only, *Sir*.

F I N I S.

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